

Administrative manager

Canada Visa Express

Job ID
51809

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LOCATION	DATE POSTED	EXPIRY DATE	
2600 Skymark Avenue 5 Unit 103 Mississauga, ON L4W 5B2, Mississauga, ON Ontario	26-10-2026	24-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 50.48	1 year to less than 2 years	Bachelor's degree

Job Details

Administrative Manager

Employer details

Canada Visa Express

Job details

Location

2600 Skymark Avenue 5 Unit 103Mississauga, ON L4W 5B2

Work location

On site

Salary

50.48 hourly / 30.00 hours per week

Terms of employment

Permanent employment

Full time

Early morning, Evening, Shift, Morning, Day, Weekend

Starts as soon as possible

vacancies

1 vacancy

Source

Job Bank #3703708

Overview

Languages

English

Education

Bachelor's degree

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Consulting firm

Responsibilities

Tasks

- Co-ordinate administrative services
- Evaluate the operations of a department providing administrative services
- Collect and record administrative and service fees
- Assist in preparing annual budgets
- Conduct research
- Plan, organize, direct, control and evaluate daily operations
- Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services
- Direct and control corporate governance and regulatory compliance procedures within establish
- Hire and train or arrange for training of staff
- Interview, hire and provide training for staff
- Plan, administer and control budgets for client projects, contracts, equipment and supplies
- Prepare reports and briefs for management committees evaluating administrative services
- Manage knowledge
- Assist in the planning and execution of financial statement audits
- Manage events
- Organize and maintain inventory
- Supervise office and volunteer staff

Additional information

Security and safety

Criminal record check

Transportation/travel information

Public transportation is available

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail

- Large caseload
- Large workload

Personal suitability

- Accurate
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Team player
- Values and ethics
- Time management
- Initiative
- Creativity

Who can apply for this job?

The employer accepts applications from:

Canadian citizens and permanent or temporary residents of Canada
other candidates, with or without a valid Canadian work permit